

AARON ROCCAFORTE <i>Council Member, Place 1</i>	DAVID RUTLEDGE <i>Mayor</i> 	PATTY COLLINS <i>Council Member, Place 4</i>
GINA MANNINO <i>Council Member, Place 2</i>		TERRI GAUTHIER <i>Mayor Pro-Tem/Council Member, Place 5</i>
BRYANT CHAMPAGNE <i>Council Member, Place 3</i>		SHERBY DIXON <i>Council Member, Place 6</i>

CITY COUNCIL MEETING MINUTES
CITY OF BRIDGE CITY
September 17, 2024

The City Council of Bridge City met in a meeting on Tuesday, September 17, 2024, at the City Hall of Bridge City, 260 Rachal, Bridge City, Texas.

1. CALL TO ORDER

Mayor David Rutledge called the City Council meeting to order at 6:00 a.m.

CITY COUNCIL PRESENT:

Mayor David Rutledge
Mayor Pro-Tem Terri Gauthier
Council Member Aaron Roccaforte
Council Member Gina Mannino
Council Member Sherby Dixon

ABSENT: Council Member Bryant Champagne
Council Member Patty Collins

CITY STAFF PRESENT:

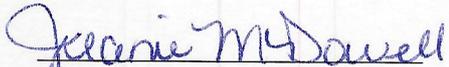
City Attorney Paul Fukuda
City Secretary Jeanie McDowell
Chief of Police Tod McDowell
Director of Personnel/Purchasing Kim Tucker
Director of Finance Katrina Jones
Director of Public Works Mike Lund
Utility Superintendent Mike Die
Library Clerk Kelle Miller

2. INVOCATION

The invocation was given by Mayor Pro-Tem Terri Gauthier.

3. PLEDGE TO THE UNITED STATES FLAG AND THE STATE OF TEXAS FLAG

Mayor Rutledge led in the pledge of allegiance to the United States flag and to the State of Texas flag. At the conclusion of the pledges, Mayor Rutledge thanked everyone for coming to the meeting.


JEANIE MCDOWELL, CITY SECRETARY

EXECUTIVE SESSION STATEMENT: The City Council of Bridge City reserves the right to adjourn into a Closed Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Chapter 551 of the TEXAS GOVERNMENT CODE, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations Regarding Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices) and Section 551.087 (Deliberation Regarding Economic Development Negotiations).

NOTICE OF ASSISTANCE: Persons with disabilities who plan to attend this meeting are requested to contact the City Secretary's office 48 hours in advance of the meeting at 409.735.6801 and reasonable accommodations will be made for assistance.

4. APPROVAL OF THE AGENDA

Mayor Pro-Tem Gauthier made a motion to approve the agenda, seconded by Council Member Dixon.

With no changes, discussion, or alterations, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

5. CITIZEN COMMENTS

None.

6. REPORTS & COMMENTS FROM:

(a) City Manager's Report

Katrina Jones made the following report:

1. Discovery – The contract has been signed with the new rates and the prior five bills would be reduced to the new amounts. Also, there is no extension to the contract.

(b) City Council

None.

(c) City Staff

Mike Lund, Director of Public Works

The Chamber event was a big hit and the City had employees there that volunteered their time to help out with trash and the hot air balloons. The positions are posted this week in the newspaper for the Code Enforcement/Building Official and the Community Development Coordinator. If you know anyone, please let them know and if you see it on Facebook share it. We would like to get some good hits on this, so we could get some qualified employees that could fit in with the group. And lastly, he did not know if the bills were here, but a couple of months ago the City had a lightening strike at the Wastewater Treatment Plant. The lightening strike took out a transformer and it messed up the generator, so the City was in the process of filing an insurance claim on it. He said then a couple of weeks later, Entergy decided they would change out only one pod and the other two pods single phased however that happened, and it messed up a lot of other stuff through their fault and they would pay some of the damages. He said because the City had to keep the plant up and running the City would pay for it upfront and Entergy would reimburse us. He said he wanted the Council to be aware of those finances that would be coming across and they would be seeing those invoices.

Kim Tucker, Director of Personnel/Purchasing

The insurance claim was filed on the lightening strike at the Wastewater Plant for the invoices the City had received. She said as of yesterday the insurance company would be sending the City a \$22,000 check to reimburse us for the work the City had already paid for. She said going forward with any invoices received she would send to the insurance company.

(d) Mayor David Rutledge report:

He welcomed the Boys Scouts to the meeting, and he knew they were working on merit badges and appreciated them taking time to visit the City Council meeting. He encouraged them to visit other parts of the city to see how it works.

7. ORDINANCE

(a) Consideration and possible action to approve Ordinance No. 2024-11 amending Ordinance No. 90-2 including Exhibit "A" and Exhibit "B" of Ordinance Nos. 03-04, 05-07, 2013-04, 2015-09, 2018-16, 2022-11, and 2023-11 by increasing sewer, water, and garbage rates and water and sewer tap fee rates and other miscellaneous fees

Council Member Roccaforte made a motion to approve Ordinance No. 2024-11 amending Ordinance No. 90-2 including Exhibit "A" and Exhibit "B" of Ordinance Nos. 03-04, 05-07, 2013-04, 2015-09, 2018-16, 2022-11, and 2023-11 by increasing sewer, water, and garbage rates and water and sewer tap fee rates and other miscellaneous fees, seconded by Mayor Pro-Tem Gauthier.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

(b) Consideration and possible action to adopt Ordinance No. 2024-12 amending the Personnel Policy of the City of Bridge City

Council Member Mannino made a motion to adopt Ordinance No. 2024-12 amending the Personnel Policy of the City of Bridge City with revisions of amendments on page 37 and page 38, seconded by Mayor Pro-Tem Gauthier.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

8. RESOLUTION

(a) Consideration and possible action to approve Resolution No. 2024-12(R) amending the current Fiscal Year 2023-2024 Budget

Council Member Roccaforte made a motion to approve Resolution No. 2024-12(R) amending the current Fiscal Year 2023-2024 Budget, seconded by Council Member Dixon.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

(b) Consideration and possible action to approve Resolution No. 2024-13(R) nominating Philip Welch as a candidate for the Board of Directors of the Orange County Appraisal District

Council Member Mannino made a motion to approve Resolution No. 2024-13(R) nominating Philip Welch as a candidate for the Board of Directors of the Orange County Appraisal District, seconded by Mayor Pro-Tem Gauthier.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

9. ITEMS FOR DISCUSSION & POSSIBLE ACTION

**(a) Consideration and possible action to approve minutes:
September 3, 2024 City Council Regular Meeting
September 10, 2024 City Council Special Meeting**

Council Member Roccaforte made a motion to approve the minutes of the September 3, 2024 City Council Regular Meeting and September 10, 2024 City Council Special Meeting, seconded by Council Member Mannino.

With no changes, discussion, or alterations, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

(b) Consideration and possible action to approve City bills for the month of August 2024

Council Member Roccaforte made a motion to approve city bills for the month of August 2024, seconded by Mayor Pro-Tem Gauthier.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

(c) Consideration and possible action to appoint/reappoint members for the 2024- 2026 terms to the following City Boards and Commissions

***Board of Adjustment
Building Standards Commission
Planning and Zoning Commission
Library Advisory Board***

Board of Adjustment

Council Member Roccaforte made a motion to re-appoint Carl Harbert, Barry Foster, Curtis LeBlanc as Board Members for a two year term and Thanh Nguyen as Alternate Board Member for two year term and appoint Lee Martin, Alternate Board Member for a two year term, seconded by Council Member Dixon.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

Building Standards Commission

Council Member Roccaforte made a motion to re-appoint Mike Cole and Jerry Jones as Board Members for a two year term and appoint Clarence Philpott as a Board Member to fill an

unexpired term of a one year term and Mike Reed as an Alternate Board Member for a two year term, seconded by Council Member Mannino.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Council Member Champagne and Council Member Collins.

Planning and Zoning Commission

Council Member Dixon made a motion to re-appoint Chris Bouley as a Board Member for a two year term and appoint Mark Kelly and Kandice Bacon as Board Members for a two year term, and Steve Brinson as a Board Member for a two year term, seconded by Council Member Roccaforte.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

Library Advisory Board

Council Member Mannino made a motion to re-appoint Tabitha Blakeney as a Board Member for a two year term and appoint Kara Brinson as a Board Member for a two year term, seconded by Council Member Dixon.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

(d) Consideration and possible action to cancel or reschedule the October 1, 2024 City Council meeting due to Council's attendance at the National Night Out

Council Member Roccaforte made a motion to cancel the October 1, 2024 City Council meeting due to Council's attendance at the National Night Out, seconded by Council Member Dixon.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Gauthier, and Council Members Roccaforte, Mannino, and Dixon.

Noes: None.

Absent: Council Member Champagne and Council Member Collins.

WORKSHOP

10. WORKSHOP SESSION – DISCUSSION ONLY

(a) Discussion of the Bridge City Public Library’s personnel duties, operations, schedules, hours of operation and other subjects pertinent to the Library

Ms. McDowell told Mayor and Council she knew there were questions about the hours of operation of the library and she spoke with the employees at the library, and they asked her if they could at least work together for one hour a day so they could run necessary errands. Another option would be to work 4 hours and close 1 hour and open another 4 hours. With that option the library would be open for 40 hours a week and the first option would allow them to be open for 35 hours per week, which is what they are doing now. The library has been open for 35 hours per week since they were in operation.

Council Member Mannino said for clarity the first option when they would cross over for one hour would be 35 hours per week. She said the second option where they would be closed for one hour would be a 40 hour work week.

Ms. McDowell said that was correct and another option would be on the 40 hours per week, they could get a volunteer to come in for an hour each week.

Council Member Mannino said there were grants mentioned several times about the need or the opportunity for Bridge City to apply for grants to help fund the library.

Mayor Pro-Tem Gauthier asked how many hours the library was required to be open.

Ms. McDowell said for our size city, the library is only required to be open 20 hours per week.

Mayor Pro-Tem Gauthier asked if the library would still qualify for grant money if only being opened for 20 hours per week.

Ms. McDowell said yes, and this was according to the Texas State Library and Archives Commission.

Council Member Mannino asked another question on the grant side of it and she mentioned to the staff about E-Rate which is a refundable grant that she knew the city would be eligible for the pathway one so whatever hours the city sets for the library and whoever is responsible for applying for those grants, would need to be done during the work day and she said she is sure the library board would be a big help, but she wanted to make sure it would allowed for staff members to have the opportunity to apply for them.

Ms. McDowell said she could apply for those grants.

Council Member Mannino said she does not mind helping with applying for the grants and she has done some research and pulled some grants the city may be eligible for from the Texas

Non-Profit Association, Entergy and different foundations the city may be able to apply for and some of them are very small and some are larger. She said it takes time to read and to fill them out. She said if the city were depending on grant funds, she thought it would be important to allow time for that.

Ms. McDowell said Kelle received a letter from the Texas State Library and Archives Commission that stated, "Congratulations! This letter is official notification that Bridge City Public Library has met all accreditation minimum criteria and will be a fully qualified member of the Texas Library System for State Fiscal Year 2025." Ms. McDowell also said a question was asked about how many people came in the library daily and that would approximately be 29.5 people and weekly, which was from September 10th through September 17th and the 17th was not a full day, was 207 per week and they had sign-in sheets to determine that data. She said the library had 3,341 people with library cards and the peak hours would be in the afternoon. Council Member Mannino said that data would be very good to know for the people who would be setting up the hours and the volunteers to know when it was busy and how many people came in. She asked if the library had a check out software like Follett where you check the books in and out and run data to find out the kind of authors and the kind of books people liked. She said that information would help with purchasing, and she knew that could help with what the library board could work on also.

Ms. McDowell said she did not ask about the check out system and she asked Kelle if the library had that system.

Ms. Miller said the library does not have that system, but they have a way she could look to see what people have read. She said a lot of it was by her own memory.

Council Member Mannino said she knew her memory was doing it because people have told her.

Ms. Miller said she knew what the patrons have read and what they want, and she goes by their recommendations.

Ms. McDowell said there were 239 books and videos checked out in that same time period. Mayor Rutledge asked if the library had a bar code and could we get statistics from that on what books were checked out by authors. He said the library should be able to run some kind of analysis from that.

Ms. Miller said there were so many authors.

Council Member Mannino said exactly, but the system that was out there and they used in the school district which was called Follett, and it could run a variety of reports by genre, by author, etc. She said she would assume if the library has the bar code and they were using that to check books out there were probably depth to that program that Ms. Miller had not had time to learn.

Ms. Miller said the library has a biblionix phonics system and she has not been asked to run reports yet.

Mayor Pro-Tem Gauthier said it takes time to learn the system.

Ms. McDowell said it has been brought up about safety issues if they would be working alone, she said the city could put in cameras and she was quoted \$3,252 for them. Ms. McDowell said Ms. Jones said she had some thoughts about paying for the cameras. She said she was waiting on a quote for an alarm system to get a panic button installed.

Council Member Mannino said if we had volunteers they could come in and help occasionally.

Mayor Rutledge asked what the status of the volunteer program was.

Ms. McDowell said the library had four now.

Mayor Rutledge said the city needs to strengthen the volunteer program to get help in the library and the clerks could get familiar with the computer program.

Ms. Jones said about the schedule of the library if it was open 35 hours a week, so if the city kept it 35 hours with the one hour overlap and if one of the clerks happened to be out sick or on vacation it would only be three hours to cover instead of four hours. She said it was eligible for everything at 35 hours, so if you wanted to keep it 35 hours you would have that one hour overlap and if they didn't have a volunteer, they could run errands in that hour and if someone was out that would only be an additional three hours to cover. She said if we had to utilize any of the book money for that extra time if someone is out on vacation or sick she may have to do a line item adjustment and use some book money to cover the cost. She said she could not budget based on grants for operational cost that would supplement for the books.

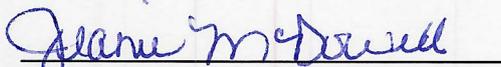
Council Member Mannino said she thought if the city stayed with the 35 hours the community would be completely satisfied and they could have a goal to grow the volunteer program enough to allow the city to stay 40 hours per week.

11. ADJOURN

Mayor Rutledge adjourned the meeting at 6:34 p.m.


David Rutledge, Mayor

ATTEST:


Jeanie McDowell, City Secretary

